

The Town of Fryeburg

Settled 1762 - Incorporated 1777

Municipal Office

16 Lovewell Pond Road

Fryeburg, ME 04037

207-935-2805 telephone

207-935-6008 fax



Application Packet for Land Use Authorization (Non-Subdivision)

This packet includes:

- Summary of the Review Process
- Application for Land Use Authorization
- Notice of Public Hearing Template
- Abutters List Template

Note: This summary of the review process is provided only as a reference for your convenience. Please refer to the Town of Fryeburg Land Use Ordinance for more information on the review process and the specific requirements and performance standards that need to be met by the applicant to be granted Land Use Authorization.

The Planning Board Review Process for Applications for Land Use Authorization

Planning Board meetings are typically scheduled for the 4th Tuesday of each month although that may vary.

The Planning Board meetings are held at 6:00 at the Town Office, 16 Lovewell Pond Road, unless otherwise noted. If it is expected to be a crowded meeting, then an alternate location will be utilized.

All application materials should be submitted to the Code Enforcement Officer, who will notify the Planning Board and forward the information accordingly. **The Planning Board must have a completed application 14 days in advance of a meeting in order to be placed on the agenda.** It is recommended that you submit your application to the Code Enforcement Officer as early as possible so that it can be preliminarily reviewed for completeness and any missing information can be submitted.

Application Fee's: \$150 for Land Use Authorization
\$75 for Amended Land Use Authorization

The Planning Board has 31 days from the receipt of the application from the CEO to determine if the application is complete. If it is not complete, then the applicant shall be notified in writing of the information that is missing. If it is complete, then the Board may begin the actual review of the application at that meeting or schedule another meeting. Most often, the Board will begin the review at the 1st meeting. The Board will then vote as to whether a public hearing is warranted. If it is decided that a public hearing will be held, then a meeting date is scheduled and the applicant is required to notify the neighboring abutters as outlined in Section 2.F.7. The public hearing is usually scheduled for the regular meeting the following month. The Board will typically act on an application at the Public Hearing although the ordinance does allow the Board to continue review of the application at a meeting which is to be held within 60 days. Upon making a decision on the application the Board will notify the applicant in writing of its decision.

Although the Board usually attempts to expedite the review process, it should be noted that the process can take up to approximately 4 months to make a finding. The applicant should be aware of this timeline and plan accordingly.

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Town Use Only- Application Fee: _____ Date Received: _____ Application Reference #: _____

TOWN OF FRYEBURG PLANNING BOARD APPLICATION FOR LAND USE AUTHORIZATION (NON-SUBDIVISION)

Project Name: _____

This application is for (check all that apply): ☐ New Use ☐ New Development

☐ Change in Use ☐ Expansion of Use ☐ Expansion of Structure

☐ Resumption of Use ☐ Building/Site Review in VC District

☐ Shoreland Zone/Resource Protection Project ☐ Wellhead Protection

☐ Resource Protection Special Exception

Applicant Information:

Name of applicant: _____

Mailing Address: _____

Daytime Phone: _____ Email Address: _____

What interest does the applicant have in the property to be developed?

☐ Owner ☐ Agent ☐ Other _____

Is the applicant a corporation? ☐ Yes ☐ No

Owner Information:

☐ Same as above

Name of owner: _____

Mailing Address: _____

Daytime Phone: _____ Email Address: _____

Land Information:

Town Tax Maps: Map _____ Lot(s) _____

Book _____ Page _____

Street address of property: _____

Lot size: _____ Street Frontage: _____

Zoning District (check all that apply): ☐RR ☐VR ☐OVR ☐VC ☐ORC ☐I ☐RC

☐GC ☐Shoreland Zone ☐Resource Protection ☐Floodplain ☐Wellhead Protection

Is any portion of the property located within 250 feet of any water body? ☐ Yes ☐ No

List all easements, R.O.W.'s or restrictions which apply to property: _____

Existing Site Information:

Description of the current use of the site: _____

Is there existing water? ☐ Well ☐ Public ☐ No

Is there an existing subsurface waste water disposal system? ☐ Yes ☐ No

If yes, submit a copy of a septic permit or drawings showing size and location.

Is there an existing road entry? ☐ Yes ☐ No

If yes, will there be any changes/modifications to the road entry? ☐ Yes ☐ No

Are there any driveways or roads? ☐ Yes ☐ No

Are there any existing parking spaces? ☐ Yes ☐ No If yes, how many spaces? _____

If yes, state the total area of the driveways and roads: _____

Are there any structures currently on the property? ☐ Yes ☐ No

If yes, please list the size of each structure: _____

Are there any other non-vegetated areas? ☐ Yes ☐ No

Are any structures going to be removed? ☐ Yes ☐ No

Proposed Development Information:

Land Use Category Applying for: _____
(Refer to Section 5.B of the Land Use Ordinance)

Description of Proposed Development: Please thoroughly describe all aspects of the project including, but not limited to, the proposed use, onsite traffic patterns, structures to be built, site improvements that will be made, number/configuration of parking spaces, proposed landscaping, signs to be erected, hours of operation, proposed lighting, etc. Provide plans if necessary to accurately portray the proposed development plan.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

(Refer to Section 16 of the Land Use Ordinance for the specific review standards the Planning Board will use in approving your application. The burden of proof is on you, as the applicant, to prove that you meet those standards so be as complete as possible in your description of proposed development)

Will the proposed development require the storage of bulk quantities of flammable or explosive materials? ☐ Yes ☐ No

If yes, please provide information on what materials you will have and where they will be located.

How many onsite parking spaces will be created?_____

What is the proposed method and frequency of refuse/trash disposal?

Will the proposed development include any of the following improvements? (check all that apply): ☐ Street extension ☐ Water line extension ☐ Sidewalk extension

☐ Storm drainage ☐ Fire suppression ☐ Individual well

☐ Central well with distribution lines ☐ Connection to public water

☐ Individual wastewater disposal system ☐ Multi-use wastewater disposal system

☐ Engineered waste water disposal system ☐ Fire hydrants

☐ Fire pond ☐ Dedication of recreation or common lands

☐ New exterior lighting

Value of Proposed Construction: _____

Will any other local, state, or federal permits or approvals be needed (list type and agency)?

Is the applicant requesting waivers of any of the submission requirements? ☐ Yes ☐ No

If yes, list them and state the reason for the request: _____

Will the applicants need variances from any of the zoning requirements? ☐ Yes ☐ No

If yes, list what variances will be requested from the Board of Appeals: _____

Other Requirements:

The following items need to be submitted at the time of application for the application to be deemed complete:

- ☐ Copy of right, title, & interest to property
- ☐ If applicant is a corporation, attach a Certificate of Good Standing
- ☐ If applicant is represented by an agent, provide written proof of agency relationship.
- ☐ Subsurface waste water disposal application
- ☐ If the proposed use will be served by a public water supply, a written statement from the supplier confirming that the project will not result in an undue burden on the source or distribution system,
- ☐ A list of all property owners whose property lies within 200 feet in the Village Residential and Village Commercial Districts, and 500 feet of the property boundary within other districts.
- ☐ For structures proposed to be erected, moved, or modified please provide a plan depicting the following information:
 - The shape, size, and location of the lot.
 - The shape, size, location, and dimensions of proposed development.
 - The shape, size, and location of any other existing structures or natural features on the lot.
 - A proposed exterior lighting plan
 - Erosion control measures

By signing this application as the applicant:

- I certify that I have read and completely understand the application and pertinent sections of the Town of Fryeburg Land Use Ordinance.
- I certify that the information contained in this application and its attachments are true and correct.
- I understand that all information submitted as part of this document is a matter of public record.
- I understand that I have the burden of proof as to the legal right to use the property and that approval of this application in no way relieves me of this burden. Any authorization issued does not constitute a resolution in favor of me or the landowner in any matters regarding property boundaries or ownership.
- I understand that additional funds may be required through the course of review for special studies, legal review costs, and/or engineering review and that the Planning Board may require additional maps, tests, documentation, or submissions.
- I understand that the Land Use Authorization is void and invalid if no substantial start is made in construction or in use of the property within 2 years of the date of authorization.

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: _____

Date: _____

**Town of Fryeburg Planning Board
Notice of Public Hearing**

Date: _____

To: _____

Address: _____

In accordance with Section 2.F.7 of the Town of Fryeburg Land Use Ordinance, you are being notified of a public hearing that is being held by the Planning Board to review an Application for Land Use Authorization.

Applicant: _____

Address: _____

Project Location: Map: _____ Lot: _____

Street Address: _____

Brief overview of Project: _____

The Planning Board will consider the proposed application at its meeting indicated below. If you have concerns, questions, or comments, please attend the meeting or submit your comments in writing to the Planning Board, via the Code Enforcement Officer.

Meeting Date: _____

Time: _____

Location: _____

Sincerely,

Applicant

Abutters List: You are required to submit a list of abutters as part of the application for Land Use Authorization. The Planning Board may vote to hold a public hearing and if so you will to notify properties owners within 200 feet of the property boundary in the VR & VC Districts and 500 feet in all other districts of the Public Hearing. You may use the template below or use your own format.

[illegible]